

1 SEPTEMBER 1999



Personnel

TRANSITION ASSISTANCE PROGRAM

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Supersedes AFI 36-3022, 1 August 1997.

Pages: 41
Distribution: F

This instruction establishes procedures and standards for the Air Force Transition Assistance Program (TAP). It interfaces with Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*; Air Force Instruction (AFI) 36-3009, *Family Support Center (FSC) Program*; AFI 36-3011, *Relocation Assistance Program*; AFI 36-2102, *Base-Level Relocation Procedures*; and AFI 44-113, *Medical Evaluation Boards and Continued Military Service*. It implements Department of Defense (DoD) Directive 1332.35, *Transition Assistance for Military Personnel*,

9 December 1993; DoD Instruction 1340.19, *Certification of Public and Community Service*, 17 November 1993; DoD Instruction 1332.36, *Preseparation Counseling for Military Personnel*, 14 February 1994; and DoD Instruction 1332.37, *Program to Encourage Public and Community Service Employment*, 29 June 1994. The basis for the program is found in Public Laws 101-510, *National Defense Authorization Act for Fiscal Year 1991*, 5 November 1990; 102-190, *National Defense Authorization Act for Fiscal Year 1992*, 5 December 1991; 102-484, *National Defense Authorization Act for Fiscal Year 1993*, 23 October 1992; and 103-160, *National Defense Authorization Act for Fiscal Year 1994*, 10 November 1993. The program applies to all active duty military personnel and DoD civilians impacted by restructuring and reductions. Major commands (MAJCOM) may supplement this instruction with prior approval from HQ AFPC/DPPTT. Process supplements that affect any military personnel function as shown in AFI 33-360, Volume 1, *Publications Management Program*. HQ AFPC/DPPTT must coordinate on all supplements to this instruction. Refer to [Attachment 1](#) for the Glossary of References and Supporting Information. The Paperwork Reduction Act of 1974, as amended in 1996, affects this instruction. The Forms Management Program IAW AFI 37-160 Volume 8 (will convert to AFI 33-360, Volume 2), *Developing and Processing Forms*, affects this instruction. Send comments and suggested improvements of this AFI on AF Form 847, **Recommendation for Change of Publication**, to the Transition and Relocation Operations Branch (HQ AFPC/DPPTT), 550 C Street West Suite 11, Randolph AFB TX 78150-4713.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, Systems of Records Notice F036 AF PC C, *Military Personnel Records System*, applies. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This publication deletes reference to Transition Assistance Manager (TAM), Transition Assistance Specialist (TAS), and Transition Assistance Management Program (TAMP), and adds new abbreviations and acronyms to **Attachment 1**, Glossary of References and Supporting Information; adds Sample Air Force Supplemental Preseparation Counseling Checklist (**Attachment 2**); changes references containing the term Transition Assistance Manager(s) to Family Support Center(s); further defines HQ AFPC/DPPTT responsibilities (paragraphs **2.2.6.** and **2.2.8.**); adds new paragraph, **2.2.9.**; establishes delegation of the Chairman, Transition Assistance Coordinating Committee (TACC) should be no lower than Support Group Deputy Commander (new paragraph, **2.4.5.**); deletes paragraphs 2.5.2, **2.7.1.**, 2.7.1.1, and **2.7.2.**; rennumbers paragraphs 2.7.2.1 through 2.7.2.17 to **2.7.1.** through **2.7.18.**; adds new paragraph **2.7.5.1.**; adds Air Force Supplemental Preseparation Counseling Checklist (paragraph **2.7.4.**); adds Personnel Relocation Element (paragraph **2.8.4.**); adds new paragraph, **2.8.4.1.**; adds Personnel Relocation Element (paragraph **2.8.4.2.**); clarifies Physical Evaluation Board Liaison Officer (PEBLO) responsibility (paragraph **2.9.1.**); deletes paragraph 2.9.2; clarifies procedures for production and ordering/reordering the DD Form 2586 (paragraph **5.4.1.**); adds Coast Guard in Priority 2 (paragraph **6.**); clarifies procedures for conducting preseparation counseling (paragraphs **7.1.2.** through **7.1.2.2.1.**); adds information regarding preseparation counseling certification (paragraph **7.1.3.1.**); adds new paragraph, **7.1.3.3.1.**; adds new paragraph **7.1.3.6.**; clarifies procedures for conducting group preseparation counseling (paragraph **7.1.5.1.1.1.**); adds supplemental preseparation counseling (paragraphs **7.1.5.1.**, **7.1.6.1.**, and **7.1.6.2.**); changes procedures for obtaining Public and Community Service (PACS) registration confirmations (paragraphs **10.3.** to **10.3.4.**); adds new paragraph **10.5.5.**; adds information about DoD civilians (paragraph **11.1.**); adds new paragraph **11.3.**; rennumbers paragraphs **11.3.**, **11.4.**, 11.5 to **11.2.1.**, **11.2.2.**, **11.3.**, and **11.4.**; emphasizes TAP must be part of overall FSC marketing plan (paragraph **12.1.**); changes transition assistance staffs to staff members with functional responsibility (paragraphs **13.1.** and **14.1.**); deletes reference to Career Focus Program and TACC (paragraph **14.1.1.**); changes Resource Centers' equipment and reference materials (paragraph **15.2.**); authorizes TACC to be combined with Relocation Assistance Coordination Committee (RACC) (paragraph **16.2.**); deletes paragraph 17.1.3; adds new paragraph **17.2.3.**; revises TAP Exit Questionnaire (**Attachment 5**); adds Note 1c and the statement "Applies to member and dependents." to Note 7 (**Attachment 6**); and adds Sample AF Form 2801, **Family Support Center Interview and Follow Up Summary (Transition Counseling Checklist for DoD Civilians)** (**Attachment 7**) A bar (/) indicates revision from previous addition.

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1. TAP Goal:

- 1.1. Goal: To equip separating and retiring civilian and military personnel and their families with skills and knowledge for reentry into the private sector.
- 1.2. Emphasis: On transition preparation rather than job placement.
- 1.3. Basic program components:
 - 1.3.1. Transition counseling.
 - 1.3.2. Workshops and seminars.

1.3.3. Automated data processing and resource centers.

1.3.4. Base and community publicity and networking.

1.3.5. Program evaluation and reporting.

1.4. Base Realignment and Closure (BRAC) installations may, with MAJCOM approval, modify the procedures for civilians set forth in this instruction to accommodate their unique circumstances and needs.

1.5. Working Configuration:

1.5.1. FSCs and Personnel offices should develop mutually beneficial partnerships with each other and other agencies. A congenial partnership will prevent duplication of effort and promote efficient, effective use of resources to meet the needs of their customers.

2. Program Responsibilities:

2.1. Headquarters United States Air Force Human Resources Development Division (HQ USAF/DPDFF):

2.1.1. Develops program policy.

2.1.2. Provides budget and manpower oversight.

2.1.3. Interfaces with Department of Defense (DoD), Department of Labor (DoL), Department of Veterans Affairs (DVA), and other Uniformed Services on interdepartmental and interservice program management issues.

2.2. Headquarters Air Force Personnel Center Transition and Relocation Operations Branch (HQ AFPC/DPPTT):

2.2.1. Provides interface between personnel, transition, and relocation functions (see AFI 36-3011).

2.2.2. Interfaces with DoD on operational issues.

2.2.3. Develops and implements procedures.

2.2.4. Provides transition policy and procedural guidance to MAJCOM and base-level transition and personnel functions.

2.2.5. Provides content oversight and administration of DD Form 2586, **Verification of Military Experience and Training (VMET)**, for military members (see paragraph 5.).

2.2.6. Provides personnel data support, to include identification of projected losses, to base-level FSC transition functions.

2.2.7. Collects and consolidates MAJCOM data to meet Air Force and DoD reporting requirements.

2.2.8. Develops and delivers training to MAJCOM and base-level program administrators.

2.2.9. Provides loss/base population statistics at end of each fiscal year to MAJCOM.

2.3. MAJCOM Civilian Personnel and Family Matters staffs:

Civilian Personnel Staffs will:	Advise Family Matters staffs on the location and size of projected reductions for planning purposes.
Family Matters Staffs will:	Provide transition budget execution and accountability. Provide program equipment oversight. Provide program policy and procedural guidance to base level. Collect and consolidate base-level data to meet Air Force and DoD reporting requirements.

2.4. Installation Commanders:

2.4.1. Promote TAP awareness and support among local commanders and base agencies.

2.4.2. Encourage local commanders whose workforce will be impacted by drawdown to inform their group of employees of available FSC Transition and Relocation resources at the earliest possible time. **NOTE:** Specific identification of losses is not a prerequisite for utilization of services.

2.4.3. Ensure the availability of facilities, which provide a comfortable, professional, adult learning environment for workshops and seminars.

2.4.4. Ensure reasonable and appropriate accommodations and resources are available for those with disabilities.

2.4.5. Establish a Transition Assistance Coordinating Committee (TACC) (see paragraph 16.), to be chaired by the Support Group Commander. If delegated, should be no lower than Support Group Deputy Commander.

2.5. Commanders with Functional Responsibility for FSCs:

2.5.1. Ensure the status of the installation TAP is briefed quarterly to the installation commander and senior leadership.

2.6. FSC Flight Chiefs:

2.6.1. Supervise and provide management oversight for the TAP.

2.6.2. Manage the TAP budget in consultation with their program manager.

2.6.3. Promote awareness of, and support for, the TAP among base-level leadership.

2.7. FSC Staff Members with Functional Responsibility for the TAP:

2.7.1. Implement and direct base-level TAP.

2.7.2. Establish internal goals, objectives, and procedures.

2.7.3. Develop and prioritize budget proposals for the TAP to include travel, equipment, resources, and training needs, and submit to the Flight Chief.

2.7.4. Provide preseparation counseling via DD Form 2648, **Preseparation Counseling Checklist**, and an Air Force Supplemental Preseparation Counseling Checklist (see sample **Attachment 2**) to all military members within their serviced population who are separating, retiring, or entering the Disability Evaluation System.

2.7.5. Provide the Military Personnel Flight (MPF) a completed DD Form 2648 as a permanent document for the Unit Personnel Record Group (UPRG) of each separating or retiring member.

2.7.5.1. Provide the MPF Personnel Relocation Element a completed DD Form 2648, attached to a memorandum indicating the member is pending a Medical Evaluation Board (MEB). The Personnel Relocation Element will file the original and one copy of the DD Form 2648 in a relocation folder, pending final MEB/Physical Evaluation Board (PEB) disposition.

2.7.6. Ensure all military members within their serviced population retiring under the Temporary Early Retirement Authority (TERA) are registered for Public and Community Service (PACS).

2.7.7. Maintain an adequate supply of the forms prescribed by this instruction (with the exception of DD Forms 2586, Verification of Military Experience and Training) and Air Force Joint Manual (AFJMAN) 36-2128, *Preseparation Guide*, to meet the needs of their customers (see paragraph 18.).

2.7.8. Serve as primary point of contact (POC) for the TACC (see paragraph 16.).

2.7.9. Develop and periodically review a Memorandum of Understanding (MOU) with State DoL and DVA representatives for delivery of TAP workshops (see paragraph 11.).

2.7.10. Schedule, market, audit, and provide logistical support for DoL TAP workshops.

2.7.11. Develop and present workshops using DoL standards for civilian employees as necessary and for all overseas personnel.

2.7.12. Develop and maintain TAP resource centers.

2.7.13. Encourage customers to exploit fully the Defense Outplacement and Referral Service (DORS) and PACS networks and the Transition Bulletin Board (TBB) as a means of exploring employment opportunities.

2.7.14. Collect and analyze TAP data.

2.7.15. Coordinate, plan, and present other required FSC transition services.

2.7.16. Plan and conduct local job fairs.

2.7.17. Distribute DD Forms 2586 to military members for use in resume preparation (see paragraph 5.4.1.).

2.7.18. Coordinate all activities relating to civilian employees with the Civilian Personnel Flight (CPF).

2.8. Military Personnel Flights (MPF):

2.8.1. Notify FSC immediately of individuals scheduled to meet Medical Evaluation Boards (MEB).

2.8.2. Provide TAP Counseling Memorandum (**Attachment 3**) to all separating and retiring members at the initial separations/retirements briefing:

2.8.2.1. File a member-initialed copy of the TAP Counseling Memorandum in the relocation folder.

2.8.3. Order or reorder DD Forms 2586 for separating and retiring members as necessary (see paragraph 5.5.).

2.8.4. Personnel Relocation Element ensures receipt of a DD Form 2648 to place in the UPRG of each separating or retiring member prior to permitting anyone to out-process (see paragraph [7.1.3.](#)).

2.8.4.1. Personnel Relocation Element maintains DD Form 2648 (original and one copy in a relocation folder) of each member pending final disposition of an MEB/PEB.

2.8.4.2. Personnel Relocation Element destroys DD Forms 2648 completed on individuals referred to an MEB/PEB who are ultimately returned to duty.

2.8.5. Ensure members retiring under the TERA have one of the following documents attesting to PACS registration filed in the UPRG prior to out-processing:

2.8.5.1. A copy of DD Form 2580, **Operation Transition Department of Defense Outplacement and Referral System (DORS)/Public and Community Service (PACS) Individual Application.**

2.8.5.2. Confirmation memorandum at [Attachment 4](#) (see paragraph [10.](#)).

2.8.6. Distribute and collect TAP Exit Questionnaires (see paragraph [17.](#)). Sample questionnaire at [Attachment 5.](#)

2.9. Physical Evaluation Board Liaison Officer (PEBLO):

2.9.1. Advise members scheduled to meet an MEB they must report to the FSC for mandatory transition assistance pre-separation counseling. Emphasize transition counseling does not affect the outcome of a medical case, nor can it provide a basis for delaying disability separation or retirement if that is the final disposition directed by the Office of the Secretary of the Air Force.

2.10. Civilian Personnel Flights (CPF) or HQ AFPC/DPC, as appropriate:

2.10.1. Provide benefits and entitlements counseling and assistance to include:

2.10.1.1. Reduction in Force (RIF).

2.10.1.2. Priority Placement Program and Civilian Personnel DORS registration.

2.10.1.3. Incentive programs.

2.10.1.4. Reemployment Priority List.

2.10.1.5. Qualifications assessments (OPM Operating Manual Qualification Standards for General Schedule Positions).

2.10.1.6. Career Program or Central Skills Bank registration.

2.10.1.7. Relocation under the Joint Travel Regulation (JTR).

2.10.1.8. Interagency Career Transition Assistance Plan (ICTAP).

2.10.1.9. General information on FSC Transition and Relocation services.

2.10.1.10. Outplacement assistance to include federal-to-federal employment.

2.10.1.11. RIF notices with a referral to the FSC for transition, relocation, and related services. The referral must stipulate that pursuit of services and follow-up are the individual's responsibility.

2.10.1.12. Determination of appropriateness of excused absences for TAP assistance or activ-

ity participation.

2.10.1.13. Fulfillment of labor-management obligations as required.

3. Servicing FSC Concept. FSC staffs are responsible for the delivery of transition services to the same population for which MPFs and CPFs have responsibility, including geographically separated personnel.

4. Services and Benefits. The overall TAP contains two main components:

4.1. Services:

4.1.1. All departing personnel are eligible for services, which include, but are not limited to, a wide range of employment, relocation, and financial counseling assistance.

4.2. Benefits:

4.2.1. The Separation Program Designator (SPD) code a military member receives determines eligibility for transition benefits. A Transition Services and Benefits for Military Personnel table is at [Attachment 6](#). Civilian employees generally receive all benefits counseling from Civilian Personnel functions.

5. DD Form 2586, Verification of Military Experience and Training (VMET). The congressionally mandated VMET is generated for all military members separating with at least 6 months of active duty:

5.1. Usage. The form is used to develop a detailed resume and aid in the completion of employment applications. The form should be used in conjunction with:

5.1.1. Performance Reports.

5.1.2. Training Certificates.

5.1.3. Personal Records.

5.2. Source:

5.2.1. The form is produced from information extracted from the Air Force Personnel Data System in conjunction with the Defense Manpower Data Center (DMDC) historical database. The computer transaction, which generates production of the form, is approval of a separation or retirement.

5.3. Contents:

5.3.1. Provides a chronological listing and civilian translation of Air Force Specialty Codes held, formal training attended, and professional military education. Databases provide experience information back to 1975 and training information back to 1980.

5.4. Distribution:

5.4.1. Only one copy of the DD Form 2586 is produced. HQ AFPC/DPPTT distributes the form to the FSC within 4 weeks of generation. The form must be provided to members as soon as possible (see paragraph [2.7.17](#)), preferably before TAP workshop attendance. If a DD Form 2586 is not received by the FSC, the member should be referred to his or her MPF for reordering (see paragraphs [2.8.3](#) and [5.5](#)). Since provisions are established for MPFs to reorder forms, referrals to HQ AFPC/DPPTT should be kept to an absolute minimum.

5.5. Supplemental Ordering Instructions for VMET:

IF THE INDIVIDUAL IS	THEN TO ORDER/REORDER
still serving on active duty (includes Reservists on active duty) with the Air Force	enter PTI H03 VDDTP1.VRLL .
separated or retired member of the Air Force, Army, Navy, or Marine Corps (Must have separated after 1 October 1990.)	enter TTI AATP1 . The required DINs are: BAD, BBA, STB, OIZ, BEI, BEL, BEM, and BEN . For DIN STB (TAMP-BR-SVC) use code “A” for Army, “F” for Air Force, “M” for Marine Corps, and “N” for Navy. For DIN OIZ , use “R” for Regular, “G” for Guard, and “V” for Reserve. DIN BEI is street address. BEL is city, and BEN is the zip code. A sample update is: UHVAASL 987654321 TTITP1BAD 987654321.BBA SMITH JOE JR.STBN. OIZR.BEI 449 MAIN STREET. BEL SAN ANTONIO. BEM TX. BEN 75149-1234.

6. Customer Priority for FSC Transition Services:

Priority 1	Separating or retiring Air Force active duty members and family members. Air Force civilian employees impacted by drawdown and family members. Recently separated or retired Air Force members and family members for whom services were not available.
Priority 2	Active duty members of the Army, Navy, Marines, or Coast Guard, and family members. DoD civilian employees impacted by drawdown and family members.
Priority 3	Separated or retired personnel and family members for up to 1 year after date of separation (contingent upon base accessibility and availability of sufficient resources).

7. FSC Transition Assistance Counseling:

7.1. Military Personnel:

7.1.1. Projected loss information:

7.1.1.1. Routinely provided to FSCs through Personnel channels.

7.1.1.2. MPFs will notify FSCs of individuals scheduled to meet MEBs.

7.1.1.3. Local procedures must be developed to identify short-notice (e.g., for-cause, hardship, etc.) separations to FSC staffs in a timely manner.

7.1.2. Preseparation Counseling:

7.1.2.1. Preseparation counseling is accomplished on the DD Form 2648. The counseling consists of providing information, assessment, and referral.

7.1.2.2. Air Force Supplemental Preseparation Counseling Checklist. See sample at [Attachment 2](#).

7.1.2.2.1. Supplemental counseling is comprised of the following nine subject areas: United States Soldier's and Airman's Home, state bonus, naturalization, standards of conduct and reporting on defense related employment, legal assistance, social security administration benefits, foreign government employment of retirees, retiree activities, and Selective Service System registration. Counseling on these subject areas is mandatory and must be accomplished during preseparation counseling.

7.1.3. Documentation:

7.1.3.1. Document preseparation counseling on the DD Form 2648 for all separating or retiring military members and individuals scheduled to meet MEBs. Supplemental counseling must be documented in the remarks section of the DD Form 2648, using the following statement: "This is to certify that counseling on the nine supplemental subject areas has been accomplished."

7.1.3.2. The forms must be completed for 100 percent of the serviced military population, including those geographically separated.

7.1.3.3. Provide the original completed forms to the servicing MPFs for filing in UPRGs.

7.1.3.3.1. Provide original completed forms for members pending MEB/PEB disposition to the Personnel Relocation Element.

7.1.3.4. Provide one copy of the form to the member.

7.1.3.5. Retain one copy of the form.

7.1.3.6. A copy of the Air Force Supplemental Preseparation Counseling Checklist should be provided to the member.

7.1.4. Timelines:

7.1.4.1. Preseparation counseling must be accomplished no later than 90 days prior to separation or retirement, ideally no later than 90 days prior to departure on terminal leave. In the case of short-notice separations, retirements, or referral to an MEB, counseling must be accomplished as soon as possible.

7.1.5. Counseling Configuration:

7.1.5.1. Except for instances in which a member's physical presence for DD Form 2648 and supplemental preseparation counseling completion is not possible, FSC staffs should review and complete the form with members during one-on-one interviews.

7.1.5.1.1. Exceptions:

7.1.5.1.1.1. Unique circumstances (e.g., staffing shortages, a surge in separations due to base closure or unit deactivation, etc.) may dictate a need for group transition counseling. Groups should be comprised of no more than 20 individuals. MAJCOM approval to conduct group transition counseling is mandatory.

7.1.5.1.1.2. Technical training eliminees may receive counseling in a group setting.

7.1.5.1.1.3. Basic military training eliminees will receive transition counseling in accordance with locally established procedures.

7.1.6. Unavailability of Member:

7.1.6.1. As an exception to policy, if member's physical presence is not possible, the DD Form 2648 and supplemental counseling can be completed via telephone or mail with a follow-on referral.

7.1.6.2. As an alternative, the member may be referred to another transition services provider for DD Form 2648 and supplemental counseling accomplishment. Referral may be to another Air Force installation or another military service's installation. Servicing FSCs retain responsibility for ensuring completed DD Forms 2648 are provided to servicing MPFs. Referral assistance agreements between transition services providers may be formally or informally established. MAJCOMs will assist in identifying and securing referral assistance sources for inter-MAJCOM needs.

7.2. Civilian Personnel. Transition assistance counseling for civilians impacted by restructuring and reductions is recommended and strongly encouraged:

7.2.1. Civilian Personnel Flights or HQ AFPC/DPC provide benefits and entitlements counseling (see paragraph [2.10.](#)).

7.2.2. FSC transition counseling should cover, at minimum, the offer of:

7.2.2.1. An individual transition plan (ITP) (see paragraph [8.](#)).

7.2.2.2. The effects of a career change.

7.2.2.3. Use of the FSC TAP Resource Center.

7.2.2.4. Registration in the FSC's DORS/PACS System.

7.2.2.5. Use of the TBB.

7.2.2.6. AJB's Job Bank.

7.2.2.7. Workshops and classes.

7.2.2.8. Financial planning.

7.2.2.9. Resources available under the Job Training Partnership Act (JTPA).

7.2.2.10. Education Services.

7.2.2.11. Relocation Assistance Program (RAP) services.

7.2.3. Documentation:

7.2.3.1. Transition Assistance counseling for civilians must be documented. Overprinting the AF Form 2801, **Family Support Center Interview and Follow Up Summary**, is strongly encouraged for this purpose. See sample at [Attachment 7](#).

8. Individual Transition Plan (ITP). An ITP is a road map for separating or retiring personnel to use as a tool to complete essential activities for successful transition. A compressed sample of an ITP is at

attachment 8. An uncompressed version is available on disk from HQ AFPC/DPPTT, 550 C Street West Suite 11, Randolph AFB TX 78150-4713.

8.1. The ITP:

8.1.1. Should be offered to all civilian customers.

8.1.2. Must be offered to all service members in conjunction with preseparation counseling (DD Form 2648, item 1).

8.2. The ITP development process will include assessment of the customer's:

8.2.1. Skills.

8.2.2. Training.

8.2.3. Goals.

8.2.4. Needs.

8.2.5. Timelines.

8.3. The ITP should also encourage customers to:

8.3.1. Enroll in DORS/PACS.

8.3.2. Use available resources.

8.3.3. Establish networks and referrals.

8.3.4. Seek aid from available local, state, and veterans' benefits organizations.

8.3.5. Use follow-up as required.

9. Family Support Center Defense Outplacement and Referral System (DORS)/Public and Community Service (PACS) and Transition Bulletin Board (TBB) Systems:

9.1. DMDC administers these DoD employment-assistance systems.

9.2. Usage is limited to:

9.2.1. Military personnel who are separating or retiring and their spouses.

9.2.2. Civilian personnel affected by the drawdown and their spouses.

9.3. Maximum use of the systems optimizes customer career search.

10. Public and Community Service (PACS) Registration for Temporary Early Retirement Authority (TERA) Retirees:

10.1. Law requires this registration for all TERA retirees.

10.2. FSCs will:

10.2.1. Accomplish a limited PACS registration (99999 for Occupational Employment Statistics [OES] codes) for all TERA retirees in conjunction with completion of DD Forms 2648.

10.2.2. Update these registrations in the DORS/PACS system immediately.

10.2.3. Advise customers who wish to pursue PACS employment that they may return at their convenience to complete a detailed resume.

10.3. Confirmation of PACS registration is available through the DORS Web Site: <http://www.dmdc.osd.mil/tbb>.

10.3.1. To verify registration and obtain confirmation copy, log in to Operation Transition using registration number and password, click on Queries, then DORS Application Information. Under DORS Search, enter applicant's SSN and Last Name, and click on Execute. When the applicant's information appears on the screen, scroll down and click on Confirmation Copy to confirm registration and print copy.

10.3.2. If access to the DORS Web Site is not available to a site or applicant, contact the DMDC Help Desk at

1-800-727-3677. DMDC will generate and send confirmation copy(ies) required. If neither the Web Site nor the DMDC Help Desk can be accessed, contact HQ AFPC/DPPTT, DSN: 665-2631 for assistance.

10.3.3. Certify registration confirmation on the bottom of the original DD Forms 2580.

10.3.3.1. Confirmation of Registration for PACS Memorandum (see [Attachment 4](#)). This memorandum may only be used as an exception to policy if the FSC does not receive confirmation prior to a member's outprocessing for retirement.

10.3.3.1.1. Obtain confirmation by calling the DMDC Help Desk. The member may not obtain telephone confirmation.

10.3.4. Furnish the completed forms to MPFs for filing in UPRGs.

10.4. Any separating or retiring member may register for DORS/PACS. DD Forms 2580 are completed at the FSC and are maintained there except for TERA registrants as noted above.

10.5. FSCs will provide these initial forms to all TERA retirees; the member obtains subsequent forms from DMDC:

10.5.1. DD Form 2581, **Operation Transition Employer Registration.**

10.5.2. DD Form 2581-1, **Public and Community Service Organization Validation.**

10.5.3. DD Form 2676, **Validation of Public or Community Service Employment.**

10.5.4. TERA/PACS Fact Sheet (available for downloading on the TBB).

Prospective employers	Forms	Send completed forms to:
Who want to utilize the DORS/PACS and TBB networks	Use DD Form 2581	DMDC where the forms are maintained.
Who wish to receive validation of their status as a public or community service organization	Use DD form 2581-1	
TERA Retirees	Forms	Send completed forms to:
Who want to have PACS employment validated for recomputation of retired pay at age 62	Use DD Form 2676	DMDC where the forms are maintained.

10.5.5. These forms are available for downloading in PerForm Pro, Form Flow 2.0 and Adobe PDF formats from OSD Web Site: <http://web1.whs.osd.mil/icdhome/formtab.htm>.

11. The DoL TAP Workshop:

11.1. Attendance by eligible military personnel or DoD civilians (employees scheduled for separation due to retirement, reduction in force, or drawdown) at local area TAP workshops is official duty, not leave.

11.2. DoL is responsible for delivery of workshops to military personnel, except overseas.

11.2.1. An MOU must clearly define roles and responsibilities and should be reviewed annually. A sample is at attachment 9.

11.2.2. Compliance issues that cannot be resolved locally with DoL and DVA representatives should be elevated to HQ AFPC/DPPTT through the MAJCOM.

11.3. TAP workshops for civilian employees will be developed using DoL standards.

11.4. Optimum class size is 35, including spouses. Maximum class size is 50, including spouses.

12. Marketing the TAP:

12.1. The TAP must be part of the overall FSC marketing plan. At a minimum, it should include:

12.1.1. Publicity (base paper, television, community media).

12.1.2. Briefings (community, base, unit).

12.1.3. Senior leadership involvement, program update, and consultation.

12.1.4. Active participation on program-related base and community committees.

12.1.5. Encouragement of word-of-mouth marketing by customers.

13. Community Outreach and Networking:

13.1. Base-level staff members with functional responsibility for the TAP are encouraged to:

13.1.1. Affiliate with professional and local transition-related organizations.

13.1.2. Confer and coordinate efforts with the transition assistance service providers of other military services in close proximity. These contacts foster positive relationships and provide additional resources.

13.2. At a minimum, local community outreach and networking should occur monthly (twice a year where there are multiple transition assistance staffs in the local area). Ideally, outreach and networking should be continuous.

13.3. A record of outreach and networking contacts must be maintained for reporting purposes.

14. Career or Job Fairs:

14.1. Staff members with functional responsibility for the TAP should:

14.1.1. Work with other FSC programs and base/community agencies to sponsor or assist with annual career or job fairs.

14.1.2. Publicize information on career or job fairs.

14.1.3. Conduct mini job fairs, career days, and employer panels.

14.1.4. Analyze labor market trends.

14.1.5. Actively solicit employers for DORS/PACS and TBB participation.

15. TAP Resource Centers:

15.1. FSC Resource Centers for transitioning customers must meet basic standards to ensure continuity. Upgrade to current computer industry standards and access to the Internet are strongly encouraged.

15.2. Resource Centers' Equipment and Reference Materials: Resource Centers will include (at a minimum):

Hardware	Computer(s) with Pentium, multi-media processor capability to support TAP specific software, DORS/PACS/TBB, and the Internet. Inkjet and/or Laser printer(s). One fax machine. Electric typewriter(s).
Resources	Occupational Information Network (O*NET) Dictionary of Occupational Titles Occupational Employment Statistics (OES) Codes. Occupational Outlook Handbook (OOH). Guide to Occupational Exploration (GOE).
Telephones	Class "A" (local) and Defense Switching Network (DSN) access.

16. Transition Assistance Coordinating Committee (TACC). The TACC is the key element in ensuring all functional representatives involved with transition discuss current policies and procedures:

16.1. The TACC will:

16.1.1. Coordinate base-level transition services.

16.1.2. Evaluate services and delivery processes.

16.1.3. Recommend and implement improvements.

16.2. The TACC may be established as a subcommittee of the Community Action Information Board (CAIB); however, the CAIB may assume TACC activities in accordance with AFI 36-3009, Family Support Center Program, paragraph 7.5. The TACC may be combined with the Relocation Assistance Coordinating Committee (RACC).

16.2.1. Committee membership will consist of:

16.2.1.1. Transition representative from the FSC.

16.2.1.2. Relocation representative from the FSC.

16.2.1.3. Civilian Personnel Officer or designated representative.

16.2.1.4. Career Focus representative from the FSC.

16.2.1.5. Separations and retirements representation from the MPF.

16.2.1.6. The PEBLO.

16.2.1.7. Representation from the:

16.2.1.7.1. Nonappropriated Funds Personnel Office.

16.2.1.7.2. Education Office.

16.2.1.7.3. Medical Treatment Facility.

16.2.1.7.4. Legal Office.

16.2.1.7.5. Housing.

16.2.1.7.6. Traffic Management Flight.

16.2.1.7.7. Finance.

16.2.1.7.8. Library.

16.2.1.7.9. Public Affairs.

16.2.1.7.10. DVA.

16.2.1.7.11. DoL.

16.2.1.8. Additional recommended members are:

16.2.1.8.1. Senior Enlisted Advisor.

16.2.1.8.2. Representatives from the Top Three.

16.2.1.8.3. Company Grade Officers Committee.

16.2.1.8.4. Personal Financial Management Program.

16.2.1.8.5. Chamber of Commerce.

16.2.1.8.6. Job Services.

17. Reporting Requirements:

17.1. The DoD TAP Quarterly Report (RCS: DD-P&R(Q) 1927):

17.1.1. FSCs forward base-level reports to MAJCOMs for consolidation.

17.1.2. MAJCOMs submit their consolidated report to HQ AFPC/DPPTT no later than 15 calendar days after the close of the quarter.

17.2. Transition Assistance Program Exit Questionnaire:

17.2.1. The Transition Assistance Program Exit Questionnaire captures customer input on the quality of base-level transition processes and the functional offices involved in providing services. See sample at [Attachment 5](#).

17.2.2. Provides quarterly measurements for review by the TACC to assist in making recommendations for improvements.

17.2.3. Organization responsibilities:

OPR	RESPONSIBILITIES
MPFs and CPFs	Distribute and collect questionnaires during final out-processing. Sample at Attachment 5 .
FSCs	Provide an adequate supply of questionnaires to MPFs and CPFs. Make mutually agreeable arrangement for retrieval of completed questionnaires. Consolidate the results of the questionnaires for presentation to the TACC. Provide averaged questionnaire results to MAJCOMs quarterly.
TACCs	Provide results of the questionnaires to installation commanders through the CAIB.
MAJCOMs	Maintain copy of data submitted by base level FSCs.

18. Forms Prescribed. DD Form 2580, **Operation Transition Department of Defense Outplacement and Referral System (DORS)/Public and Community Service (PACS) Individual Application**; DD Form 2581, **Operation Transition Employer Registration**; DD Form 2581-1, **Public and Community Service Organization Validation**; DD Form 2586, **Verification of Military Experience and**

Training; DD Form 2648, Preseparation Counseling Checklist; and DD Form 2676, Validation of Public or Community Service Employment.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Public Law 101-510, *National Defense Authorization Act for Fiscal Year 1991*, Title 10, United States Code, Sections 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, and 1150

Public Law 102-190, *National Defense Authorization Act for Fiscal Year 1992*, Title 10, United States Code, Sections 1142 and 1144

Public Law 102-484, *National Defense Authorization Act for Fiscal Year 1993*, Title 10, United States Code, Sections 1142, 1143, 1143a, 1144, 1145, 1150, 1151, 8911, 8914, and 1293

Public Law 103-160, *National Defense Authorization Act for Fiscal Year 1994*, Title 10, United States Code, Sections 1141, 1142, 1143, 1143a, 1145, 1146, 1147, 1150, 1151, 1152, 1153, and 1293

Title 5 Code of Federal Regulation (CFR), Part 330

DoDD 1332.35, *Transition Assistance for Military Personnel, December 9, 1993*

DoDI 1332.36, *Preseparation Counseling for Military Personnel, February 14, 1994, with Changes 1 and 2*

DoDI 1332.37, *Program to Encourage Public and Community Service Employment, June 29, 1994 with Change 1*

DoDI 1340.19, *Certification of Public and Community Service Employment of Military Retirees, November 17, 1993*

AFPD 36-30, *Military Entitlements*

AFI 36-3009, *Family Support Center (FSC) Program*

AFI 36-3011, *Relocation Assistance Program*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 44-113, *Medical Evaluation Boards and Continued Military Service*

AFI 33-360, Volume 1, *Publications Management Program* and Volume 2, *Developing and Processing Forms*

AFJMAN 36-2128, *Preseparation Guide*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFPD—Air Force Policy Directive

AJB—America's Job Bank

BAH—Basic Allowance for Housing

BRAC—Base Realignment and Closure

CAIB—Community Action Information Board

CD-ROM—Compact Disk-Read Only Memory

CHAMPUS—Civilian Health and Medical Program of the Uniformed Services

CPF—Civilian Personnel Flight

DMDC—Defense Manpower Data Center

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoL—Department of Labor

DORS—Defense Outplacement and Referral System

DOS—Date of Separation

DSN—Defense Switch Network

DTAP—Disabled Transition Assistance Program

DVA—Department of Veterans Affairs

FSC—Family Support Center

GOE—Guide to Occupational Exploration

HHG—Household Goods

HOR—Home of Record

HOS—Home of Selection

HYT—High Year Tenure

JTR—Joint Travel Regulation

ICTAP—Interagency Career Transition Assistance Plan

ITP—Individual Transition Plan

MAJCOM—Major Command

MEB—Medical Evaluation Board

MOU—Memorandum of Understanding

MPF—Military Personnel Flight

NAF—Nonappropriated Funds

OES—Occupational Employment Statistics

OHA—Overseas Housing Allowance

OOH—Occupational Outlook Handbook

PACS—Public and Community Service

PEB—Physical Evaluation Board

PEBLO—Physical Evaluation Board Liaison Officer

POC—Point of Contact

PTDY—Permissive Temporary Duty

RACC—Relocation Assistance Coordinating Committee

RAP—Relocation Assistance Program

RE—Reenlistment Eligibility

RIF—Reduction in Force

RIP—Report on Individual Personnel

SBA—Small Business Administration

SERB—Selective Early Retirement Board

SOICC—State Occupational Information Coordinating Committee

SPD—Separation Program Designator

TACC—Transition Assistance Coordinating Committee

TAP—Transition Assistance Program

TBB—Transition Bulletin Board

TDRL—Temporary Disability Retired List

TERA—Temporary Early Retirement Authority

TMF—Traffic Management Flight

UPRG—Unit Personnel Record Group

USC—United States Code

VMET—Verification of Military Experience and Training

Attachment 2**SAMPLE AIR FORCE SUPPLEMENTAL PRESEPARATION COUNSELING
CHECKLIST**

UNITED STATES SOLDIER'S AND AIRMEN'S HOME

STATE BONUS

NATURALIZATION

STANDARDS OF CONDUCT AND REPORTING ON DEFENSE RELATED EMPLOY-
MENT

LEGAL ASSISTANCE

SOCIAL SECURITY ADMINISTRATION BENEFITS

FOREIGN GOVERNMENT EMPLOYMENT OF RETIREES

RETIREE ACTIVITIES

SELECTIVE SERVICE SYSTEM REGISTRATION

REMARKS:

Attachment 3**TAP COUNSELING MEMORANDUM**

(Date)

MEMORANDUM FOR (Member's Name and SSN)

FROM: (MPF)

SUBJECT: Transition Preseparation Counseling

Public Law requires that you receive timely transition preseparation counseling. Contact the Transition Assistance Office at the Family Support Center (extension _____) within 7 calendar days to schedule this mandatory counseling. In conjunction with the counseling, a DD Form 2648, Preseparation Counseling Checklist will be accomplished. The Family Support Center will furnish the form to the MPF to be filed in your permanent record. *You will not outprocess without the form on file.*

(Signature Block)

Attachment 4

CONFIRMATION OF REGISTRATION FOR PACS MEMORANDUM

MEMORANDUM FOR MASTER PERSONNEL FILE

FROM: (functional address symbol)

SUBJECT: Confirmation of Registration for Public and Community Service

This verifies that (grade, name, SSN) was entered on the Public and Community Service Registry as required by law for Voluntary Early Retirement Program eligibility. Confirmation was obtained from the Defense Manpower Data Center (DMDC) on (date). Retain this memorandum as a permanent document in the member's master personnel file.

(Signature)

(Signature Block of MPF or FSC)

(Representative)

NOTE: The MPF or the FSC may use this memorandum format for registration confirmation in lieu of a confirmed copy of the DD Form 2580, Operation Transition Department of Defense Outplacement and Referral System/Public and Community Service Individual Application, only as an exception to policy, if the FSC does not receive a hard copy of the confirmation prior to a member outprocessing for retirement. See paragraph [10.3](#) for instructions on obtaining confirmation of PACS registration.

Attachment 5**SAMPLE TRANSITION ASSISTANCE PROGRAM (TAP) EXIT QUESTIONNAIRE**

Figure A5.1 Sample Transition Assistance Program (TAP) Exit Questionnaire.

Please rate the following items by circling a number (5/Outstanding; 4/Excellent; 3/Good; 2/Poor; 1/Unsatisfactory) or N/A if not applicable.

1. Overall quality of transition services provided by the Family Support Center.

5 4 3 2 1 N/A

2. Information received on automated job search tools in the resource center.

5 4 3 2 1 N/A

3. Availability/timeliness of the 3-day TAP Workshop.

5 4 3 2 1 N/A

4. Commander/supervisor support for attending transition activities.

5 4 3 2 1 N/A

5. Information received from the MPF or CPF on out-processing requirements.

5 4 3 2 1 N/A

6. Information/service received from the base Medical Treatment Facility, i.e. exit physical, CHAMPUS, TRICARE, conversion health insurance, etc.

5 4 3 2 1 N/A

7. Information/service received from the Outbound Household Goods office.

5 4 3 2 1 N/A

8. Information/service received from Finance office.

5 4 3 2 1 N/A

9. Information/service received from the Education office.

5	4	3	2	1	N/A
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10. Information received on veterans' benefits.

5	4	3	2	1	N/A
---	---	---	---	---	-----

11. Information received on Reserve obligations/opportunities.

5	4	3	2	1	N/A
---	---	---	---	---	-----

12. Overall quality of the transition assistance services on this base.

5	4	3	2	1	N/A
---	---	---	---	---	-----

13. Overall value of the skills and knowledge gained from the TAP for reentry into the private sector.

5	4	3	2	1	N/A
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Comments, Suggestions, Ideas:

Attachment 6

TRANSITION SERVICES AND BENEFITS FOR MILITARY PERSONNEL

Table A6.1. Transition Services and Benefits for Military Personnel.

I	A	B	C	D	E
T		Categories			
E					
M	Service/ Benefits	Separated with SPD Code That Confers TAP Benefits (Note 1a and b)	SERB and Enlisted HYT Retirement	Retirement (Normal, Disability, or Voluntary Early Retirement Under TERA) (Note 1c)	All Others
1	General Transition Services (note 2)	yes	yes	yes	yes
2	DD Form 2586, Verification of Military Experience and Training (note 3)	yes	yes	yes	yes
3	Unemploy- ment Comp- ensation (UCX)	(note 4)	(note 4)	(note 4)	(note 4)
4	2 Years Commissary/ BX/MWR (note 5)	yes	n/a	n/a	no
5	Montgomery GI Bill (note 6)	yes	no	no	no
6	60/120 Days Extended Medical Care (note 7)	yes	n/a	n/a	no
7	Travel and Transportation of HHG to HOS	yes	yes	(note 8)	(note 8)

I	A	B	C	D	E
T		Categories			
E					
M	Service/ Benefits	Separated with SPD Code That Confers TAP Benefits (Note 1a and b)	SERB and Enlisted HYT Retirement	Retirement (Normal, Disability, or Voluntary Early Retirement Under TERA) (Note 1c)	All Others
8	Non-Temp Storage of HHG For 1 Year	yes	yes	(note 8)	(note 8)
9	Priority for Guard/ Reserve Affiliation (note 9)	yes	n/a	n/a	yes
10	NAF Hiring Preference (note 10)	yes	no	no	no
11	Extension in Base Family Housing (note 11)	yes	yes	no	no
12	Extension in DoDD Schools for 12th Grade (note 12)	yes	yes	no	no
13	Permissive TDY for Employment and Relocation Activities (note 13)	yes	yes	yes	no
14	Permissive TDY for TAP Workshop (note 14)	yes	yes	yes	yes

NOTES:

1. In addition to having a TAP eligible SPD code that conveys transition benefits, officer and enlisted members may not have received less than an Under Honorable Conditions (General) discharge. Entry level separatees are not eligible for benefits because their service is uncharacterized:

a. TAP eligible SPD codes, in alphabetical order, are:

BCR, BDG, BDK, BFT, BFV, BFX, BHF, BRB, FCA, FCB, GCR, GDG, GDK, GFC, GFT, GFV, GFX, GGH, GHF, GRB, HCR, HDG, HDK, HFC, HFT, HFV, HFX, HGH, HHF, HRB, JBB, JBC, JBK (see 1.2, below), JBM, JCC, JCP, JCR, JDF, JDG, JDK, JFC, JFF, JFG, JFH, JFL, JFM, JFN, JFQ, JFR, JFT, JFV, JFW, JFX, JGB, JGH, JHF, JND, JRB, KCA, KCB, LBB, LBC, LBD, LBG (see 1.2, below), LBM, LCC, LCR, LDG, LFC, LFF, LFG, LFH, LFT, LFW, LFX, LGB, LGC, LGH, LGJ, LND, MCA, and MCB.

b. Those separating with an involuntary expiration term of service with reenlistment eligibility (RE) codes 2, 3, or 4 should be given SPD code JBK or LBG with the following exceptions: (1) RE codes 3D and 3E are not eligible for TAP benefits--use a voluntary SPD code. (2) RE codes 4E, 4F, 4G, and 4N may be waived for first-term airmen; RE codes 4F, 4G, and 4N may be waived for second-term and career airmen. Use SPD codes JBK or LBG only if an airman does not qualify for a waiver according to AFI 36-2606, table 3.5, or if the unit commander denied a waiver request; otherwise, use a voluntary SPD code. (3) RE codes 2E, 2G, 2J, 2K, 2L, 4H, 4I, and 4J have extension of enlistment provisions. Use SPD codes JBK or LBG only if an airman does not qualify for an extension or a request for extension was disapproved; otherwise, use a voluntary SPD code.

c. Members placed on the Temporary Disability Retired List (TDRL) who are subsequently removed from the TDRL and discharged with or without disability severance pay are not entitled to transition benefits.

2. General transition services include relocation assistance, job counseling, and financial counseling.

3. DD Forms 2586 are not produced for those individuals separated with less than 6 months of active duty.

4. Benefits vary. Individuals should seek additional information from the state in which they would file.

5. Separated and retired members who elect to live in a foreign country may lose BX and commissary privileges due to treaty, Status of Forces Agreements (SOFA), or military base agreements between the US and host country.

6. An honorable discharge is required. Benefits vary. Individuals should seek additional information from the Department of Veterans Affairs.

7. Applies to member and dependents. 60 days if less than 6 years active service, otherwise 120 days. Priority for care is the same as that for the family member of an individual on active duty. An additional 18 months coverage for preexisting conditions is available with the purchase of conversion health insurance.

8. Entitlements vary. Consult the Traffic Management Flight (TMF).

9. Priority is over other *equally qualified candidates*. Must join within 1 year of DOS.

10. A one-time preference which includes family members.

11. At the discretion of the installation commander for up to 180 days. Rental fee is Basic Allowance for Housing (BAH) or overseas Housing Allowance (OHA).

12. If family members will complete 11th grade prior to separation or retirement of member.
13. 20 days CONUS, 30 days overseas, 30 days for non-CONUS residents not stationed at home of record.
14. Subject to mission requirements and unit commander approval. May be taken all at one time or in increments, except in cases of disability retirement or separation in which time constraints dictate that it be taken all at once or not at all.
15. If workshop is not available locally. Maximum 7 days. Subject to mission requirements and unit commander approval.

Attachment 7

SAMPLE AF FORM 2801

SAMPLE AF FORM 2801, FAMILY SUPPORT CENTER INTERVIEW AND FOLLOW UP SUMMARY (TRANSITION COUNSELING CHECKLIST FOR DOD CIVILIANS)

FAMILY SUPPORT CENTER INTERVIEW AND FOLLOW UP SUMMARY		DMJ No. 0707-0070 Expires 10/31/2000
<p>The public reporting burden for this collection of information is estimated to average 8 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0707-0070), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid DMJ control number. Please DO NOT RETURN your form to the above address. Send your completed form to the local Family Support Center.</p>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 50 U.S.C. 3033 and Executive Order 5357. PRINCIPLE PURPOSE: Client demographics are required for accurate service delivery, analysis, and future program planning. FOUO USES: This information may be disclosed to Federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to Federal, state, or local agencies to obtain information concerning hiring or retention of an employee; issuance of other benefits to a congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget in connection with review of private sector legislation as set forth in DMJ Circular A-75; to NASA for records management inspections; and to the Department of Justice for pending or potential litigation. DISCLOSURE IS VOLUNTARY: Failure to provide the necessary data will not result in the individual being denied services.</p>		
NAME (Last, First, Middle Initial)		SSN
DATE	COMMENTS	
	TRANSITION COUNSELING CHECKLIST FOR DOD CIVILIANS	
	1. INTERESTED IN PRIVATE SECTOR EMPLOYMENT	
	2. INDIVIDUAL TRANSITION PLAN	
	3. EFFECTS OF A CAREER CHANGE	
	4. EMPLOYMENT ASSISTANCE	
	<ul style="list-style-type: none"> a. Workshops, Classes, and Seminars b. Defense Outplacement Referral Service (DORS), Public and Community Service (PACS), and Transition Bulletin Board (TBB) c. Employment Resource Room (computer software, federal employment, resources, etc.) d. State Employment Agencies 	
	5. RELOCATION ASSISTANCE	
	<ul style="list-style-type: none"> a. Relocation Workshops (e.g. Smooth Move and Smooth Move Jr.) b. Resources (e.g. Automap, Family Services, Base Brochures/videos, etc.) 	
	6. CIVILIAN PERSONNEL BENEFITS (Refer to local Civilian Personnel Flight)	
	7. FINANCES	
	<ul style="list-style-type: none"> a. Financial Management b. Unemployment Compensation 	
	8. JOB TRAINING PARTNERSHIP ACT (JTPA) RESOURCES (If available)	
	9. EDUCATION SERVICES	
	10. COMMENTS	

Attachment 8**SAMPLE
INDIVIDUALTRANSITION PLAN**

Moving into the private employment sector is a complex undertaking. Many steps must be taken and many questions must be answered. Family Support Center (FSC) staffs, personnel staffs, education counselors, and many others can help--but only you and your family can make the critical decisions that must be made. Without adequate preparation you can quickly lose control of the process, so it is essential to develop an Individual Transition Plan (ITP).

The ITP is a framework you can use to fulfill realistic career goals based upon your unique skills, knowledge, experience, and abilities. Even if you have a job lined up, plan to go to school, or think you might start your own business, this ITP will be useful in making decisions about your future. It is your game plan for a successful transition into the private sector. Remember you are not transitioning in a vacuum. To one extent or another, your family should be made an integral part of the planning process.

If you are uncertain about your future plans, now is the time to obtain all the assistance you need. You should work through the ITP on your own, but you may find it easier if you talk with other transitioning individuals as well as with your family, friends, or colleagues. If you need additional help as you are working through your plan, guidance is available at your FSC. You may be referred to workshops, publications, information resources, related government programs, or for additional assessment. Utilize each resource that pertains to your unique situation.

This ITP is a flexible outline divided into five major areas

Personal Assessment***Exploring the World of Work******Career/Employment Decisions******Job Search Preparation******Follow-up and Follow Through***

Take advantage of each section that pertains to your unique situation

I. PERSONAL ASSESSMENT:

A. Education and Training History (List civilian education, classes offered through the military, and on-the-job-training (OJT). If you need more space, add additional sheets.)

B. Work History (List your dates of employment, position titles, organizations/locations, duties/responsibilities, accomplishments, and skills. If you need more space, add additional sheets.)

C. Leisure Activities/Community and Volunteer Involvement (List activities like hobbies, sports, church activities, little league, and scouts.)

D. Skills (Look back over your work history and leisure activities and pull out your most frequently used and enjoyed skills.)

1. Transferable Skills (For example: teaching, communication, and computer experience.)

2. Personal Traits (For example: efficient, flexible, attention to detail, dependable, team player.)

E. Work Preferences (Include where you want to work, how much you like working with others, and how you respond to different work situations.)

WORK PREFERENCE SUMMARY

F. Work Values (In order to make a good career decision, you need to consider your priorities. These can include location, blending of family and career, salary, status, and prestige.)

LIST IN PRIORITY ORDER YOUR TOP FIVE WORK VALUES

G. Assessment Instruments. If you want a more in-depth assessment there are numerous instruments available at your Transition Office, Education Center, DVA, and local colleges and universities. Some examples are: Strong Interest Inventory, Holland Self-Directed Search, DISCOVER, and Myers-Briggs Type Indicator.

ASSESSMENT INSTRUMENT

DATE SCHEDULED

RESULTS

H. Life Style Assessment

1. Money and Benefits. Two major employment considerations are how much money and what benefits you need. An important resource for your use is the Personal Financial Management Program (PFMP) Manager at the FSC. Benefits include health insurance, vacation, retirement plan, and tuition assistance.

*REQUIRED SALARY:**DESIRED SALARY:**REQUIRED BENEFITS:**DESIRED BENEFITS:*

2. Location Consideration. In making a decision on where to locate, here are some areas you need to consider: job potential, cost of living, unique family needs, and type of community. See your FSC Relocation Assistance Manager for specific information on communities throughout the United States.

PRIORITIZE SOME OF YOUR CONSIDERATIONS

I. Goals. Your TAP staff can suggest resources to help you establish, prioritize, and achieve short and long term goals.

SHORT-TERM GOALS

LONG-TERM GOALS

II. EXPLORING THE WORLD OF WORK. Now that you have learned something about yourself, it is time to learn about the world of work in order to plan your second career. Lots of resources are available to help you expand your horizons by exploring different career paths and job options. Specific information is available at your Transition Office.

A. To Research Careers (e.g., salary, education, experience, benefits, skills):

1. If you are a retiring or separating military member, use the Verification of Military Education and Training (DD Form 2586) provided through your TAP Office.
2. Talk with State Employment Services and other employment counselors.
3. Use the Occupational Information Network (O*Net) Dictionary of Occupational Titles, Occupational Outlook Handbook (OOH), Guide to Occupational Exploration (GOE), EZ-DOT, and other programs and books available in FSC resource rooms, base or public libraries, or local colleges /universities.
4. Schedule informational interviews.
5. Search through the TBB, America's Job Bank (AJB), and other job banks.
6. Research or join professional organizations.
7. Call your State Occupational Information Coordinating Committee (SOICC).
8. Use the Salary Assessor in the FSC, if available.

9. Contact the Small Business Administration (SBA) and Service Corps of Retired Executives (SCORE).
10. Others:

RESEARCH NOTES

B. To Research Companies:

1. Call the company to request printed material and ask questions.
2. Visit the local library reference section.
3. Network, network, network.
4. Contact Chamber of Commerce and Better Business Bureau.
5. Surf the Internet.
6. Others:

RESEARCH NOTES

C. To Research Sources of Jobs:

1. Enroll in DORS/PACS at the FSC.
2. Continue using TBB, AJB, and other job banks.
3. Surf the Internet.
4. Keep networking.
5. Join network and support groups.
6. Check out employment agencies and executive search firms.
7. Read newspapers and professional journals and periodicals.
8. State Employment Services.
9. Others:

RESEARCH NOTES

III. CAREER/EMPLOYMENT DECISIONS. It is time to make job choices and determine what you need to do to be competitive in your chosen field.

A. Target and select industries and job options. In addition to traditional jobs, areas to consider include self-employment/franchise, part-time, temporary, and contract employment. In the space below list your choices.

Targeted industries:

- 1.
- 2.
- 3.

Targeted jobs:

- 1.
- 2.
- 3.

B. Trial Career Options. Before committing yourself to a new career you may want to try it out. Some suggestions include internships, temporary jobs, and volunteering.

NOTES

C. Barriers. You may perceive obstacles to employment in your chosen field such as age, obsolete skills, or lack of civilian certification or licenses. Note these below.

D. Steps to Overcoming Barriers. Where you go for information and assistance on overcoming real or perceived barriers will depend on your unique situation. Check with the FSC, Education Center, DVA, local vocational schools, colleges and universities, prior military members, and state employment services. Identify steps to take below.

IV. JOB SEARCH PREPARATION. Now that you have selected your future career, you must begin the challenge of finding work. In order to conduct a successful job search campaign, you must:

- A. Learn and use effective telephone techniques.
- B. Create and update resumes, cover letters, and thank you notes.
- C. Research company before each interview.
- D. Learn and practice interview techniques.
- E. Evaluate job offers.
- F. Negotiate salaries and benefits.
- G. Update civilian wardrobe.
- H. Network, network, network.

For assistance in these areas:

1. Attend TAP Seminars/Workshops.
2. Schedule for other applicable FSC workshops.
3. Use FSC resource center.

NOTES and REMINDERS

V. FOLLOW-UP and FOLLOW THROUGH. Remember your job search is an on-going process. You may need to refer back to other sections of this plan to reevaluate your assessments, exploration, decisions or preparation. The steps you have just taken will need to be repeated and refined throughout your search.

- A. Assess and reevaluate as needed.

NOTES

B. Maintain support system. It is really important at this stage of your life to maintain your personal and professional contacts. Some of these might include:

1. Networking groups.
2. TAP services.
3. Your mentors.
4. State Employment Services.
5. Others.

MAKE YOUR PERSONAL CONTACT LIST

You have now completed your ITP. Review the plan with your FSC staff. Continue to revise and re-work the plan as needed and continue to use the FSC and other resources as you work toward a successful culmination of your job search.

Remember one of the major differences between successful people and others is not necessarily a lack of strength or knowledge but rather a lack of planning and follow through. You are going to be successful if you first plan and then have the will to carry out your plan.

Attachment 9**SAMPLE**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
(NAME) STATE EMPLOYMENT SERVICE,
(NAME) AIR FORCE BASE,
DEPARTMENT OF VETERANS AFFAIRS, AND
VETERANS EMPLOYMENT AND TRAINING SERVICE**

Purpose. This Memorandum of Understanding (MOU) sets forth the conditions, stipulations, and responsibilities for initiating and/or continuing the Transition Assistance Program (TAP) 3-day workshop at *(Name)* Air Force Base.

Background. The Department of Labor (DoL) TAP workshop provides instruction, information, and assistance to members of the Armed Services who are within 180 days of separation, their spouses, and eligible Department of Defense (DoD) civilians, in this order of priority, on a regularly scheduled basis at locations designated by DoD. The goals of this program are to provide skills, which will decrease the time unemployed and the information to make a suitable education or career choice. Its objectives are the prevention of long-term unemployment problems, provision of enhanced employment services to the disabled and younger veterans most likely to encounter employment difficulties, improved active component retention, enhanced reserve component placement, and improved perceptions among service members upon separation.

Definitions. For the purpose of clarification, the following definitions are provided:

Facilitator. Person trained at the National Veterans Training Institute (NVTI) or other entity approved by the national office of the Veterans Employment and Training Service (VETS) whose primary duty is presenting instruction and providing administrative support for the 3-day workshop.

Coordinator. The person who has the responsibility for class scheduling and logistics.

Point of Contact (POC). Representative of each of the partners who is charged with carrying out that partner's responsibilities. (Note: POC and Coordinator may be the same person.)

Responsibilities. Program delivery leadership for the 3-day workshop is concentrated in DoL. Participation of service members and logistical control are vested in DoD. The Department of Veterans Affairs (DVA) will provide program authority with regard to instruction of veterans' rights, benefits, and obligations.

All parties involved jointly agree to:

Work together to achieve TAP goals and to resolve conflicts at the lowest level possible.

Establish frequency of workshops in accordance with available resources and number of separations.

Coordinate support services available in the local community (e.g., other public agencies, military and veterans' service organizations, and the private sector).

Identify additional resources required to effectively implement and maintain a fully operational TAP/Disabled TAP (DTAP) program and take necessary action to obtain those resources.

(Name) Air Force Base will provide:

A POC who will represent the installation commander.

Suitable classroom facilities on a regularly scheduled basis. Facilities will include adequate utilities (lighting, air conditioning, heat, etc.), handicapped access, and sufficient parking. Audiovisual equipment (projection screen, overhead projector, microphone, etc.), telephone, and janitorial services will also be provided.

Notification and registration of participants.

Ongoing publicity such as, but not limited to, posters and flyers.

Encouragement and promotion of maximum participation as stated in P.L. 101-510, Section 1144.

Secondary source of qualified facilitators to substitute in the event of the short-notice, short-term absence of primary facilitators.

Supervision of facilitators provided by the installation.

Maintenance of classroom discipline.

(Name of State) State Employment Service will provide:

A POC.

Management of guest speakers supplementing the assigned facilitators.

Qualified facilitators to staff the workshops, to include coverage of workshops during annual leave and temporary duty periods.

Veterans Employment and Training Service will provide:

The State Director of Veterans Employment and Training Services (DVET) as the POC.

All training materials required for the workshop (instruction manuals, slides, participant workbooks, etc.).

Training for facilitators.

Monitoring of workshop delivery to maintain a quality program.

Oversight of performance of State Employment Service activities and DoL contractors to ensure proper performance of workshop facilitator functions.

DVA will provide:

A POC.

Guidance on the role of all veterans service organizations.

Coordination with Vocational Rehabilitation and Education Services in implementing the DTAP.

TAP Advisory Council. The POCs will meet quarterly to discuss program accomplishments, plan for the next quarter, and resolve conflicts. The meetings will be chaired by the DVET.

Termination. This MOU will be renewed automatically on the annual anniversary date unless a 30-day written notice of termination is given at any time by one of the parties.

Signatures:

(Date)

(Signature block for DVET)

(Signature block for DVA)

(Signature block for State Employment Service) (Signature Block for Installation Commander)